

AMY REIN WORTH, CHAIR  
*Chair of MTC and BATA*

DAVE CORTESE, VICE CHAIR  
*Vice Chair of MTC and BATA*

TOM BATES  
*Vice Chair,  
BATA Oversight Committee*

BILL DODD  
*Chair,  
BATA Oversight Committee*

SCOTT WIENER  
*Vice Chair,  
MTC Administration Committee*

ADRIENNE TISSIER  
*Chair,  
MTC Administration Committee*

STEVE HEMINGER  
*Executive Director*

ANN FLEMER  
*Deputy Executive Director, Policy*

ANDREW B. FREMIER  
*Deputy Executive Director, Operations*

OCTOBER 1, 2015

ADDENDUM NO. 2

REQUEST FOR BEST AND FINAL OFFER (BAFO) TO BAHA MOVER SERVICES  
REQUEST FOR PROPOSAL (RFP), DATED AUGUST 25, 2015, AS AMENDED BY  
ADDENDUM NO. 1, DATED SEPTEMBER 4, 2015

Dear Proposer:

The Bay Area Headquarters Authority (BAHA) invites your firm to submit a Best and Final Offer (BAFO) for the Mover Services Project Request for Proposal (RFP) dated August 25, 2015, as amended by Addendum No. 1 dated September 4, 2015. Your BAFO should be based on the revisions to the RFP described in this Addendum No.2 and the written discussion questions provided as an attachment to this request for BAFO. Exceptions to the provisions in this Request for BAFO shall render proposals conditional and shall be grounds for rejection.

BAFO Format and Due Date

Your BAFO must include the following:

- “Red-lined” revised proposal, with all changes to your original proposal indicated by revision text or strike-out. Please submit six (6) bound copies and one (1) electronic .pdf version.
- Revised Proposal (BAFO) with all changes accepted. Please submit one (1) unbound original BAFO and one (1) electronic .pdf version.

You may, in addition and at your option, provide a summary of, or a key to, major substantive changes.

Your response to the request for BAFO should include a statement that original proposal or the BAFO is a binding offer for one hundred twenty (120) days from the submission of the BAFO response. Please submit your BAFO to the following address:

Andrew L. Nguyen  
Bay Area Headquarters Authority  
Joseph P. Bort MetroCenter  
101 Eighth Street  
Oakland, CA 94607-4700  
[alnguyen@mtc.ca.gov](mailto:alnguyen@mtc.ca.gov)

**Your BAFO must be received by 12:00 p.m. on Tuesday, October 6, 2015. BAFOs received after that date and time will not be considered.**

Where text is revised, deleted text is shown in ~~strike-through~~ format; added text is *italicized*. The RFP is revised as follows:

<u>Addendum Item</u>	<u>Reference</u>	<u>Change</u>
1	<b>RFP, Appendix A-4, Origin 1 Approximate Inventory List, Page 34</b>	Appendix A-4, <u>Origin 1 Approximate Inventory List</u> , (as amended by Addendum No. 1) is deleted in its entirety and replaced with the attached Appendix A-4, <u>Origin 1 Approximate Inventory List</u> . (as amended by Addendum No. 2)
2	<b>RFP, Appendix A-5, Origin 2 Approximate Inventory List, Page 35</b>	Appendix A-5, <u>Origin 2 Approximate Inventory List</u> , (as amended by Addendum No. 1) is deleted in its entirety and replaced with the attached Appendix A-5, <u>Origin 2 Approximate Inventory List</u> . (as amended by Addendum No. 2)
3	<b>RFP, Appendix A-8, Phase 1 (Origin 1) Preliminary Activities and Move Schedule, Page 56</b>	Appendix A-8, <u>Phase 1 (Origin 1) Preliminary Activities and Move Schedule</u> is deleted in its entirety and replaced with the attached Appendix A-8, <u>Phase 1 (Origin 1) Preliminary Activities and Move Schedule</u> (as amended by Addendum No. 2).
4	<b>RFP, Appendix A-8, Phase 1 (Origin 1) Preliminary Activities and Move Schedule, Page 58</b>	Appendix A-9, <u>Phase 2 (Origin 2) Preliminary Activities and Move Schedule</u> is deleted in its entirety and replaced with the attached Appendix A-9, <u>Phase 2 (Origin 2) Preliminary Activities and Move Schedule</u> (as amended by Addendum No. 2).
5	<b>RFP, Appendix A-5, Origin 2 Approximate Inventory List, Page 35</b>	Appendix B-1, <u>Other Price Quotations</u> is deleted in its entirety and replaced with the attached Appendix B-1, <u>Other Price Quotations</u> (as amended by Addendum No. 2).

The remaining provisions of the RFP remain unchanged. In the event of a conflict between this Addendum and the previous version(s), this Addendum takes precedence.

Any questions concerning this addendum to the RFP should be directed to Andrew L. Nguyen, Contracts Specialist, at (510) 817-5651 or alnguyen@mtc.ca.gov.

Sincerely,



Andrew B. Fremier  
Deputy Executive Director

SH:AN

**APPENDIX A-4, ORIGIN 1 APPROXIMATE INVENTORY LIST***(as amended by Addendum No.1) (as amended by Addendum No.2)*

<b>PHASE 1</b>	
<b>AGENCIES</b>	<b>MTC and ABAG</b>
<b>ORIGIN 1 ADDRESS</b>	101 8th Street, Oakland, CA 94607
<b>OFFSITE ADDRESS</b>	Extra Space Storage: 210 Fallon St, Oakland, CA 94607
<b>DESTINATION ADDRESS</b>	375 Beale Street, San Francisco, CA 94105

**\*\*Note: All values are preliminary, approximate and subject to change\*\***

Qty	Description	Qty	Description
<b>Employee Move</b>			
<b>3,800</b>	Crates (contents for [323] employees and filing cabinets to be surveyed at walk through) -- <b>DELIVER CRATES ON FRIDAY, 01.08.16 MORNING</b>	See Description	(*) "Zip-lock" bags and (455) monitor sleeves * = <b>to be provided by separate computer vendor</b>
<b>50</b>	Open Top moving boxes – to be prepacked by staff		
<b>Computer Equipment</b>			
<b>323</b>	Equipment: 200 CPU – 123 LP	<b>3</b>	Printers: Desktop
<b>455</b>	Equipment: Monitors	<b>62</b>	Servers (no racks moving)
<b>General Office Equipment</b>			
<b>All</b>	Telephones	<b>1</b>	Drill Press – Counter top 3'x3'
<b>1</b>	Paper cutter – Electric stand alone	<b>1</b>	Binding Machine – Counter top 3'x3'
<b>Furniture</b>			
<b>3,330</b>	Linear feet (LF) of file contents (crate count captured above)	<b>3</b>	Safe - Desktop
<b>7</b>	Cabinet – Fire King (5 vertical and 2 Lateral)	<b>100 10</b>	Shelving Units/Metro – De-install/Reinstall
<b>370</b>	Cabinets – Lateral	<b>2</b>	Tables – Graphics Drafting
<b>3</b>	Cabinet – Storage	<b>23</b>	Tables – Training 70x30 and 84x18
<b>32</b>	Chairs – Conference Room	<b>3</b>	Tables – Conference - Dismantle
<b>25</b>	Chairs - Guest/Side Seating	<b>165</b>	Keyboard Trays
<b>135</b>	Chairs - Task	<b>3</b>	Tables – Copy Center 4' x 5'
<b>1</b>	Sofa		
<b>Ancillary Items</b>			
<b>Various</b>	Misc. Supplies – Bulletin Boards, Dry Erase Boards, Kitchen and Office Supplies, etc.	<b>Various</b>	Storage Room and Offsite Storage Unit Items – Pamphlets, boxes, contents from cabinets
<b>Various</b>	All boxed Copy paper	<b>None</b>	Waste Baskets – All (Desks, Conf. Rooms, Break Rooms)
<b>Various</b>	Artwork	<b>150</b>	Packed By Owner (PBO) boxes

Specialty Areas			
<b>631</b> <b>LF</b>	Library – Technical, measured in LF	<b>161</b> <b>Linear</b> <b>Feet</b>	Library – Law, measured in LF

**APPENDIX A-5, ORIGIN 2 APPROXIMATE INVENTORY LIST**  
*(As amended by Addendum No.1) (As amended by Addendum No.2)*

<b>PHASE 2</b>	
<b>AGENCY</b>	<b>Air District with Laboratory</b>
<b>ORIGIN 2 ADDRESS</b>	939 Ellis Street, San Francisco, CA 94109
<b>DESTINATION ADDRESS</b>	375 Beale Street, San Francisco, CA 94105

**\*\*Note: All values are preliminary, approximate and subject to change\*\***

<b>Qty</b>	<b>Description</b>	<b>Qty</b>	<b>Description</b>
<b>Employee Move – (TBD)</b>			
<b>3,140</b>	Crates (contents for [277] employees and filing cabinets to be surveyed at walk through) -- <b>DELIVER CRATES ON FRIDAY, 03.18.16 MORNING</b>	See description	(*) “Zip-lock” bags and (307) monitor sleeves * = to be provided by separate computer vendor
<b>50</b>	Open top moving boxes – to be prepacked by staff		
<b>Computer Equipment</b>			
<b>295</b>	Equipment: Docking stations	<b>32</b>	Printers: Desktop
<b>307</b>	Equipment: Monitors	<b>TBD</b> <i>none</i>	Servers
<b>1</b>	Pitney Bowes Mail Machine	<b>2</b>	Racking units
<b>All</b>	Telephones		
<b>General Office Equipment</b>			
<b>1</b>	Binding machine – FastBack 20	<b>1</b>	Scale and Label Creator LP #2844-Z
<b>1</b>	Neopost mail machine w/ monitor	<b>1</b>	Letter opener - Neopost
<b>1</b>	Mail sorter with folding machine - Neopost	<b>1</b>	Envelope cutter
<b>1</b>	Paper cutter Triumph #3905	<b>1</b>	Shred Master #5550X
<b>Furniture</b>			
<b>3,195 LF</b>	Linear feet (LF) of File contents (crate count captured above)	<b>15</b>	Chairs - Stacking
<b>80</b>	Cabinet – Lateral	<b>116</b>	Chairs - Conference
<b>7</b>	Cabinet – Fire King (5 lateral and 2 vertical)	<b>30</b> <b>39</b>	Shelving units/Metro – De-install and reinstall
<b>2</b>	Cabinet – Storage/Tall	<b>5</b>	Safe
<b>138</b>	Keyboard Trays	<b>10</b>	Tables – Training
<b>15</b>	Tables – Conference (various, seating for 4 to 13)	<b>1</b>	Display cabinet, glass front (48w x 60h)
		<b>51</b>	Chairs - Task

<b>Ancillary Items</b>			
<b>Various</b>	Misc. Supplies – Bulletin Boards, Dry Erase Boards, Kitchen and Office Supplies, etc.	<b>21</b>	Storage Room and Basement Items – 3 pallets of boxes, Pamphlets, boxes, contents from cabinets
<b>1</b>	Wall-mounted signage, one piece acrylic	<del>All</del> <i>none</i>	Trash Cans – All (Desks, Conf. Rooms, Break Rooms)
<b>Various</b>	All boxed Copy paper	<b>Various</b>	Artwork
<del>150-</del> <b>236</b>	Packed By Owner (PBO) boxes		
<b>Specialty Areas</b>			
	Refer to <b><u>Appendix A-5.1</u></b> , Lab Equipment Inventory		Refer to <b><u>Appendix A-5.2</u></b> , Air District Hazardous Material Chemical Inventory
<b>485 LF</b>	Library – Law, measured in LF		

**APPENDIX A-8, PHASE 1 (ORIGIN 1), PRELIMINARY ACTIVITIES AND MOVE SCHEDULE***(As amended by Addendum No.2)*

<b>PHASE 1</b>	
<b>AGENCIES</b>	<b>MTC and ABAG</b>
<b>ORIGIN 1 ADDRESS</b>	101 8th Street, Oakland, CA 94607
<b>OFFSITE ADDRESS</b>	Extra Space Storage: 210 Fallon St, Oakland, CA 94607
<b>DESTINATION ADDRESS</b>	375 Beale Street, San Francisco, CA 94105

**\*\*Note: All values and dates are preliminary, approximate and subject to change\*\***

<b>PRE MOVE</b>			
<b>Day of Week</b>	<b>Date</b>	<b>Time</b>	<b>Activity</b>
No later than Friday	No later than January 15, 2016	9:00 a.m.	CONTRACTOR's lead will attend up to three move meetings at the MetroCenter, 101 8th Street, Oakland, CA 94607
No later than Friday	No later than January 8, 2016	10:00 a.m.	Deliver moving crates and packing materials
Tuesday-Thursday	January 12, 2016 to January 14, 2016	8:00 a.m. to 5:00 p.m.	Pre-packing of Technical and Law Libraries onto book carts. Mover to load and unload file carts for client ( <b>unloading to take place prior to move</b> ).  Pre-packing of open shelving units or file cabinets and offsite storage units onto book carts. <u>Mover to load and unload file carts for client (unloading to take place during Post Move).</u>
No later than Friday	No later than January 15, 2016	9:00 a.m.	Pre-move origin filing cabinets to destination (bolt, brace and secure shelving units and file cabinets)
No later than Friday	No later than January 15, 2016	Prior to start of move	Prep Origin
No later than Friday	No later than January 15, 2016	Prior to delivery to Destination	(Separate Crew) - Prep Destination
No later than Friday	No later than January 15, 2016	3:00 p.m.	A separate Disconnect/Reconnect vendor will bag and tag computers, printers, faxes (telephones and keyboard trays will be relocating) <i>Keyboard trays will be installed during post move when employees are present</i>

MOVE			
Day of Week	Date	Time	Activity
Friday	January 15, 2016	8:00 a.m. for <i>MTC Offices</i> <i>(Second and Third Floors)</i>  3:00 p.m. for <i>ABAG offices</i> <i>(First Floor)</i> (dependent upon business need)	Commence move. All equipment to be delivered Friday night.
Saturday	January 16, 2016	8:00 a.m. to 10:00 p.m. or as needed	Move continues with contents and remaining ancillary items
Sunday	January 17, 2016	8:00 a.m. to 5:00 p.m. or as needed	Move continues with fine tuning

POST MOVE			
Day of Week	Date	Time	Activity
Monday-Wednesday	January 18, 2016 to January 20, 2016	8:00 a.m. to 5:00 p.m.	Post Move Support with (4) people and (4) installers. Remove crates and boxes as unpacked  <i>Install keyboard trays when employees are present</i>
No later than Friday	January 22, 2016	5:00 p.m.	Remove ALL remaining crates and boxes

**APPENDIX A-9, PHASE 2 (ORIGIN 2), PRELIMINARY ACTIVITIES AND MOVE SCHEDULE***(as amended by Addendum No. 2)*

PHASE 2	
AGENCY	Air District with Laboratory
ORIGIN 2 ADDRESS--	939 Ellis Street, San Francisco, CA 94109
DESTINATION ADDRESS	375 Beale Street, San Francisco, CA 94105

**\*\*Note: All values and dates are preliminary, approximate and subject to change\*\***

PRE MOVE			
Day of Week	Date	Time	Activity
No later than <del>Friday</del> Thursday	No later than March <del>25</del> 31, 2016	9:00 a.m.	CONTRACTOR's Lead will attend up to three move meetings at 939 Ellis Street, San Francisco, CA
No later than Thursday	No later than March 31, 2016	9:00 a.m.	Air District Laboratory and Equipment to be moved
No later than Thursday	March 31, 2016	10:00 a.m. (this is dependent upon business need)	Pre-packing of High Density Files, approximately 648 Linear Feet
No later than Friday	No later than March <del>18</del> 25, 2016	10:00 a.m.	Deliver moving crates and packing materials
<del>Tuesday</del> <del>Thursday</del>  Monday to Wednesday	March <del>22</del> 28, 2016 to March <del>24</del> 30, 2016	8:00 a.m. to 5:00 p.m.	Pre-packing of Law Library onto book carts. Mover to load and unload file carts for client ( <b>unloading to take place prior to move</b> ).  Pre-packing of open shelving units or file cabinets onto book carts. <u>Mover to load and unload file carts for client (unloading to take place during Post Move).</u>
No later than <del>Friday</del> Thursday	No later than March <del>25</del> 31, 2016	9:00 a.m.	Pre-move origin filing cabinets to destination (gang shelving units and file cabinets)
No later than <del>Friday</del> Thursday	No later than March <del>25</del> 31, 2016	TBD (dependent) on building	Prep Origin: <i>Masonite floor coverings are not required. However, CONTRACTOR must adequately protect the elevators, surrounds and exterior doors. It is particularly important the CONTRACTOR protect the lobby wall finishes around the elevator areas.</i>

No later than <del>Friday</del> <i>Thursday</i>	No later than March <del>25</del> 31, 2016	Prior to delivery to Destination	(Separate Crew) - Prep Destination
No later than <del>Friday</del> <i>Thursday</i>	No later than March <del>25</del> 31, 2016	3:00 p.m.	A separate Disconnect/Reconnect vendor will bag and tag computers, printers, faxes to be relocated (telephones and keyboard trays will be relocating). <i>Keyboard trays will be installed during post move when employees are present</i>

MOVE			
Day of Week	Date	Time	Activity
<del>Friday</del> <i>Thursday</i>	<b>March <del>25</del>31, 2016</b>	<del>3:00 p.m.-8:00</del> A.M. (this is dependent upon business need)	Potential to Commence move. All equipment to be delivered Friday night.
<del>Friday</del>	<del>March 25, 2016</del>	<del>10:00 a.m. (this is dependent upon business need)</del>	<del>Pre-packing of High Density Files, approximately 648 Linear Feet</del>
<del>Saturday</del> <i>Friday to Saturday</i>	<del>March 26, 2016</del> <i>April 1, 2016 to April 2, 2016</i>	8:00 a.m. to 10:00 p.m. or as needed	Move continues with contents and remaining ancillary items
Sunday	<del>March 27, 2016</del> April 3, 2016	8:00 a.m. to 5:00 p.m. or as needed	Move continues with fine tuning

POST MOVE			
Day of Week	Date	Time	Activity
Monday-Wednesday	<del>March 28, 2016 to March 30, 2016</del> <i>April 4, 2016 to April 6, 2016</i>	8:00 a.m. to 5:00 p.m.	Post Move Support with (4) men and (2) installers  Remove crates and boxes as unpacked  <i>Install keyboard trays when employees are present.</i>
No later than Friday	April <del>4</del> 8, 2016	5:00 p.m.	Remove ALL remaining crates and boxes

**APPENDIX B-1, OTHER PRICE QUOTATIONS***(as amended by Addendum No. 2)*

Please provide the hourly rates for additional services as needed when requested by agencies. The following table will not be evaluated for purposes of determining award for this bid.

	<b>Hourly Bill Rate</b>	<b>Overtime</b>	<b>Double Time</b>	<b>Weekend Rate</b>
Van Driver + One Person (# and rate/hour)				
Additional Persons (# and rate/hour)				
Project lead (# and rate/hour)				
<i>Installer</i>				
Additional charges				
Energy surcharge				
Tax (rate)				

\*Includes all costs (labor, materials, equipment, disposal fees, and all applicable surcharges such as taxes, insurance, overhead and profit, and indirect and direct fees).

**ATTACHMENT A**

**REQUEST FOR PROPOSAL (RFP)  
FOR MOVER SERVICES, DATED AUGUST 25, 2015, AS AMENDED BY ADDENDUM NO.1,  
DATED SEPTEMBER 4, 2015**

**QUESTIONS RECEIVED DURING BIDDER DISCUSSIONS  
HELD ON SEPTEMBER 28, 2015 AND OTHER QUESTIONS SUBMITTED**

**Q1: Can Masonite be placed at the Destination and left over the weekends during the moves?**

A1: Yes.

**Q2: Are the Financial Room files going to be moving from Air District? If so, how will they be moved?**

A2: Yes, the Financial Room files will be moving. Approximately 86 packed by owner boxes will be moving, along with 9 shelves. Please see Addendum #2, Item No. 2.

**Q3: When will the installation of Keyboard Trays be done?**

A3: Please see Addendum # 2, Item Nos. 3 and 4.

**Q4: When will movers be able to start work at Origin 1?**

A4: Please see Addendum No. 2, Item No. 3.

**Q5: When will movers be able to start work at Origin 2?**

A5: Please see Addendum No. 2, Item No. 4.

**Q6: Is the Air District Laboratory supposed to be moved during Pre-Move?**

A6: Yes. Please see Addendum No. 2, Item No. 4.

**Q7: Should movers provide a rate for installers in Appendix B-1, other Price Quotations?**

A7: Yes. Please see Addendum No. 2, Item No. 5.

**Q8: Can large tractor trailer trucks be accommodated into the loading dock area of Beale Street in terms of height and length?**

A8: Yes.